DTE

Directorate of Technical Education Maharashtra

DTE-Principal HR Module

Technical Guide

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Technical Guide

by Directorate of Technical Education (DTE) Government of Maharashtra

This is "DTE-Principal HR Module Technical Guide" -
You will get complete Technical Help from this Guide to start with this application.

DTE-Principal HR Module

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Technical Guide Principal HR Module

A Complete Technical Guide for
application use, to start with.

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1. Principal HR Module

1. Pre-requisites

1.1 Glossary of Icons

This User Manual may refer to all or some of the following icons.

Icons	Functions
	Edit
	Delete
	Manage Access Rights
	Approved
	Verify

2. Getting Started

2. Getting Started with DTE Management Information System (MIS)

2.1 Login into the system

1.	Go to http://www.dtedss.org
2.	You will see the Login screen as shown in Figure 1
3.	Logon to DTE MIS Web Application using the given Username and Password
4.	You will see the Home Page of DTE MIS System as shown in the **Figure 2**

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5.	Click on Forgot Password? If you don't remember your password.

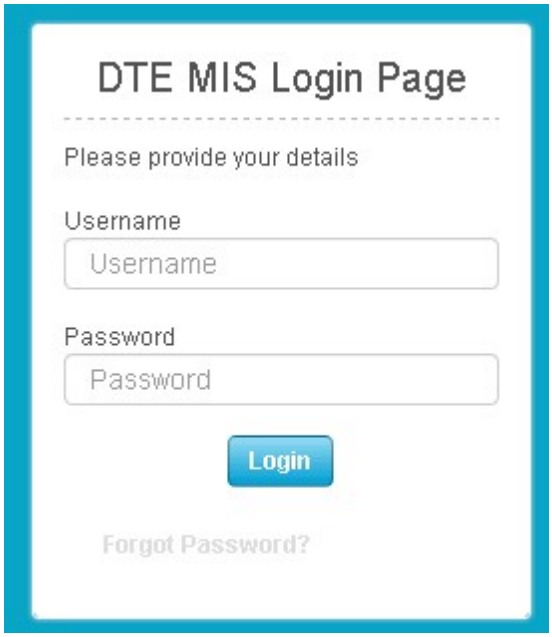

Figure 1: Login Screen

Once you login through your college User Id and Password, system will take your colleges name and ID by default at every instance whenever it is required**.**

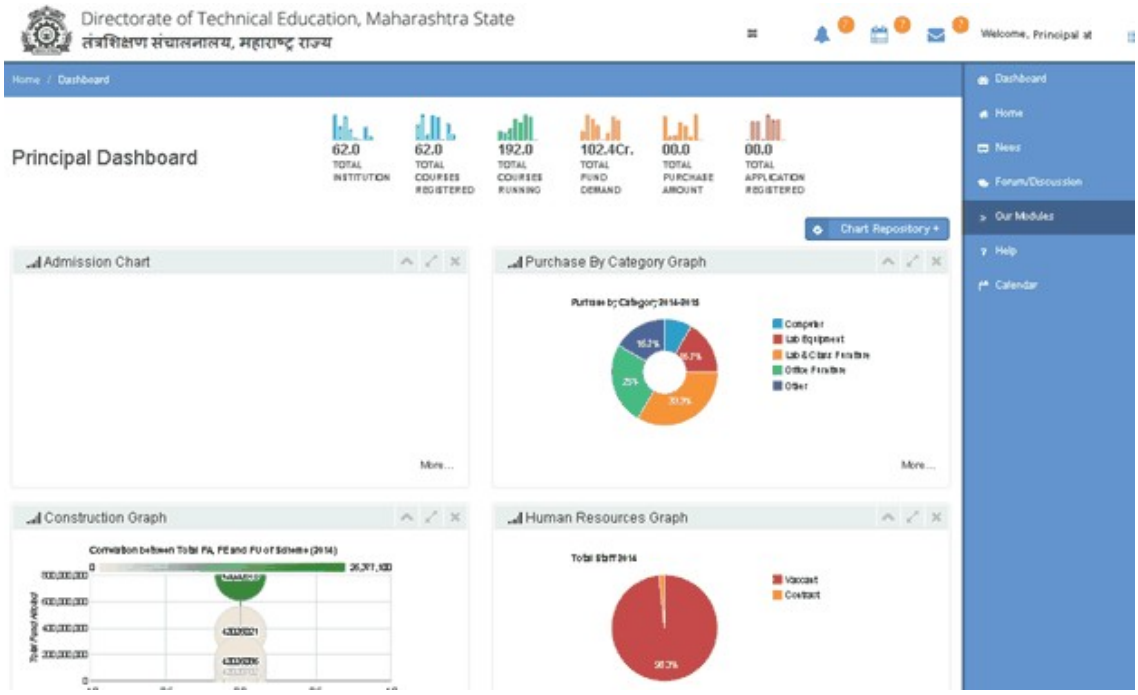

Figure 2: Principal Dashboard

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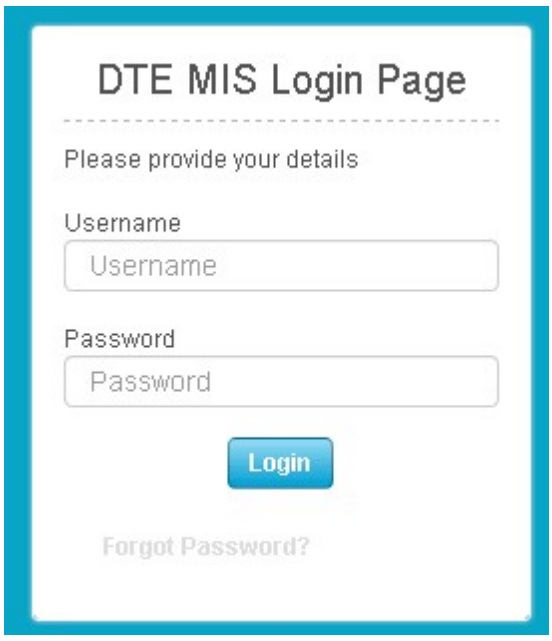

Figure 1: Login Screen

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Once you login through your college User Id and Password, system will take your colleges name and ID by default at every instance whenever it is required.

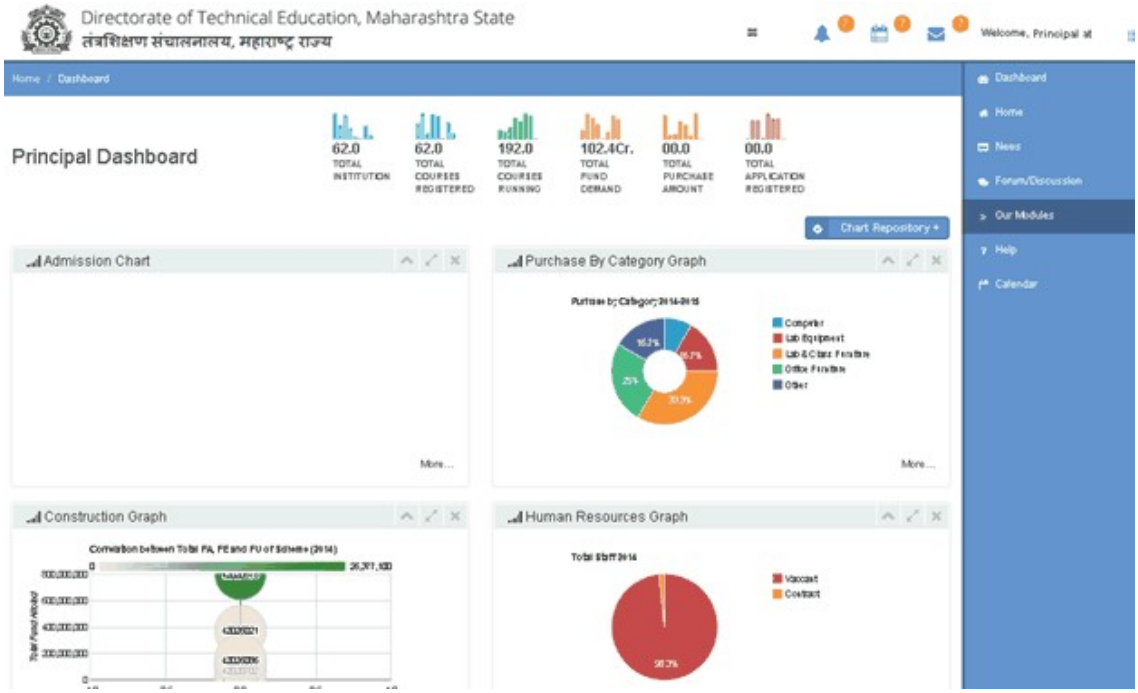

Figure 2: Principal Dashboard

2.2 Understanding the User Interface/Dashboard

2.2.1 Title Bar

The top horizontal bar of the MIS screen is the Title Bar. It displays the Directorate of Technical Education's name and logo.

2.2.2 Address Bar

The horizontal bar below the Title Bar is the Address Bar. It displays the links/pages/modules in actions that are currently used by the MIS User.

2.2.3 Dashboard

The dashboard window displays various charts and analytics reports to the MIS user for easy understanding of various attributes.

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2.2.4 Menu Bar

The Vertical right most bar below the Title Bar is the Menu Bar. It displays various modules of MIS.

2.3 Change Password

1.	Click on Welcome, username
2.	Click on "**Change Password**" from the drop down menu.
3.	Fill the details and click **OK.**

Figure 3: Change Password Screen

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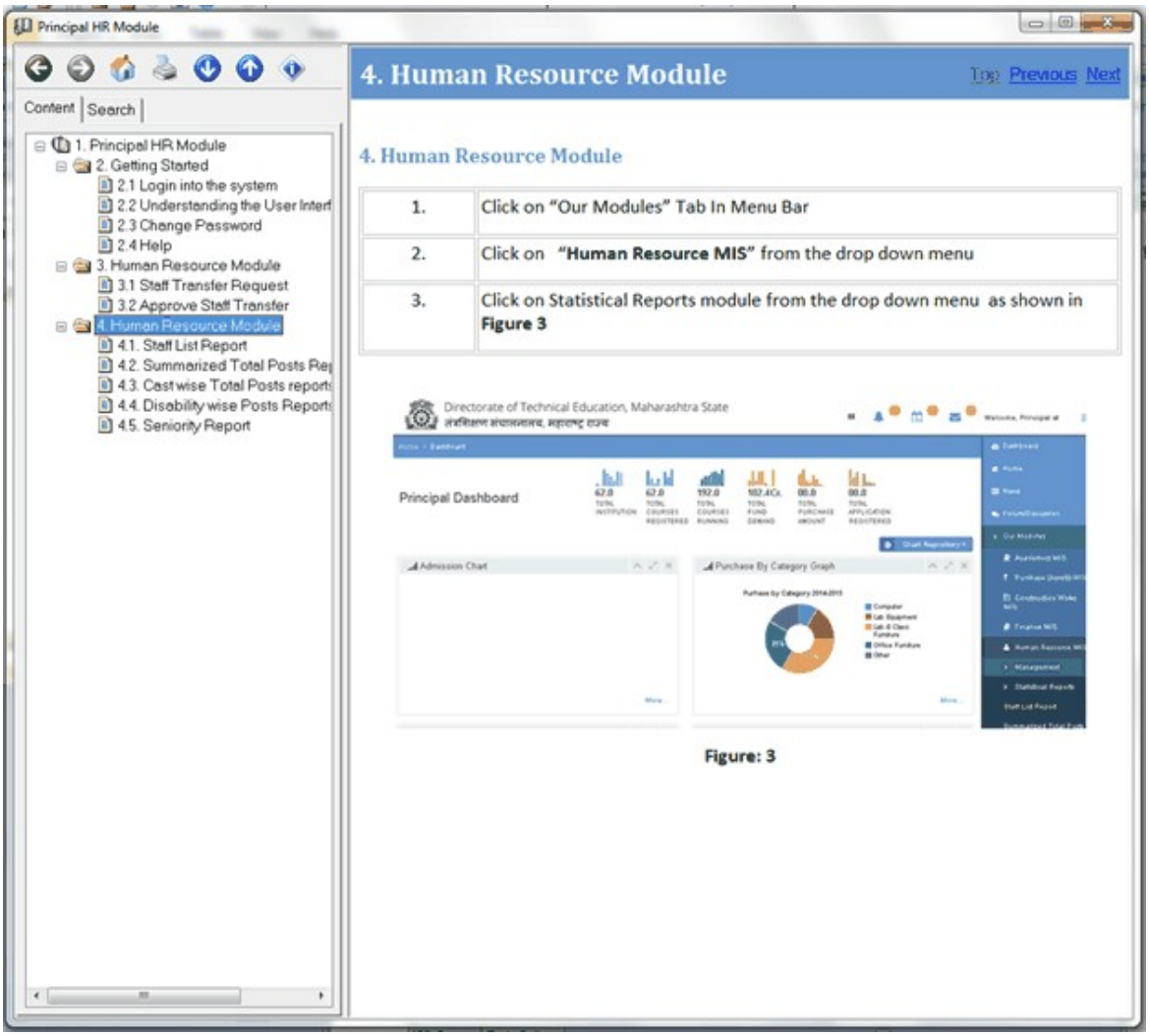
2.4 Help

1.	Click on Welcome, username
1.	Click on "**Help**" from the drop down menu to Get Help Manual
3.	Fill the details and click **OK.**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4. Human Resource Module
1. Click on "Our Modules" Tab In Menu Bar
2. Click on "Human Resource MIS" from the drop down menu
3. Click on Statistical Reports module from the drop down menu as shown in Figure 3
Directorate of Technical Education, Maharashtra State
Principal Dashboard
Admission Chart
Purchase By Category Graph
Figure: 3

Figure : Help

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3. Human Resource Module

3. Human Resource Module

1.	Click on “Our Modules” Tab In Menu Bar
2.	Click on “**Human Resource MIS**” from the drop down menu
3.	Click on Management module from the drop down menu as shown in **Figure 3**

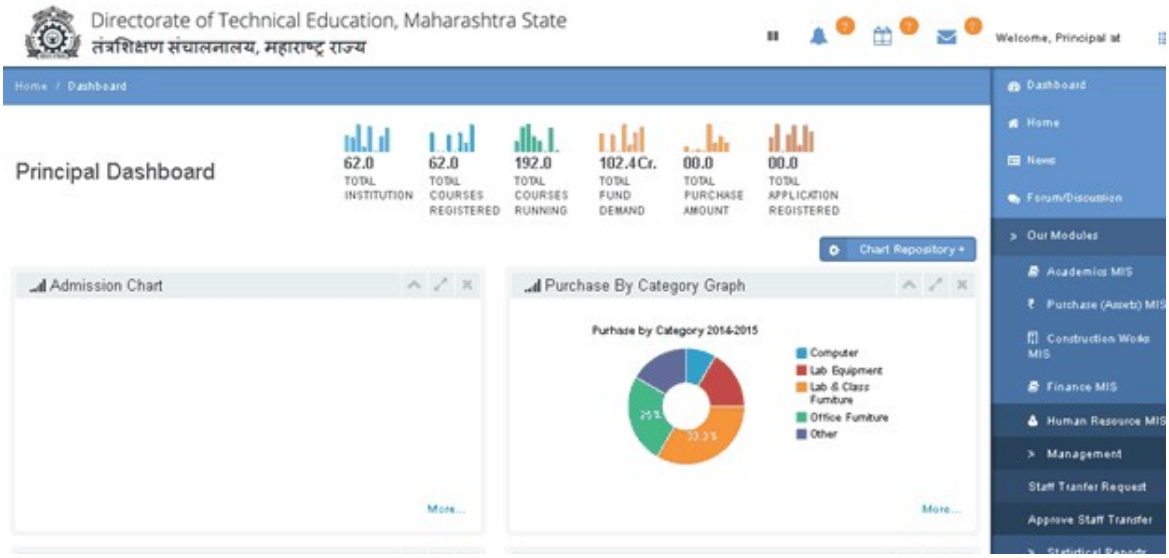

Figure 3: Principal Dashboard

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3.1 Staff Transfer Request

1.	Click on “Management” Tab In Menu Bar under Human Resource MIS module
2.	Click on “**Staff Transfer Request**” from the drop down menu.
3.	Enter Employee Name to search record
4.	Select to delete the record
5.	Click on **Add Transfer** button
6.	Enter details in the provided form
7.	Click on **Save** as shown in the **Figure 9**

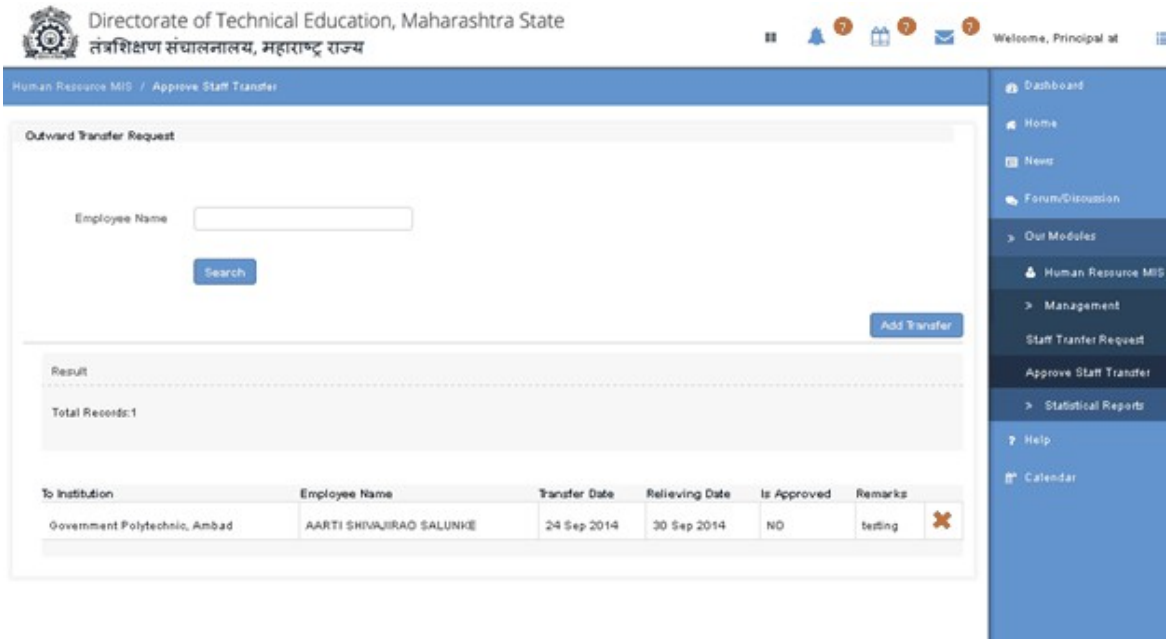

Figure: 4

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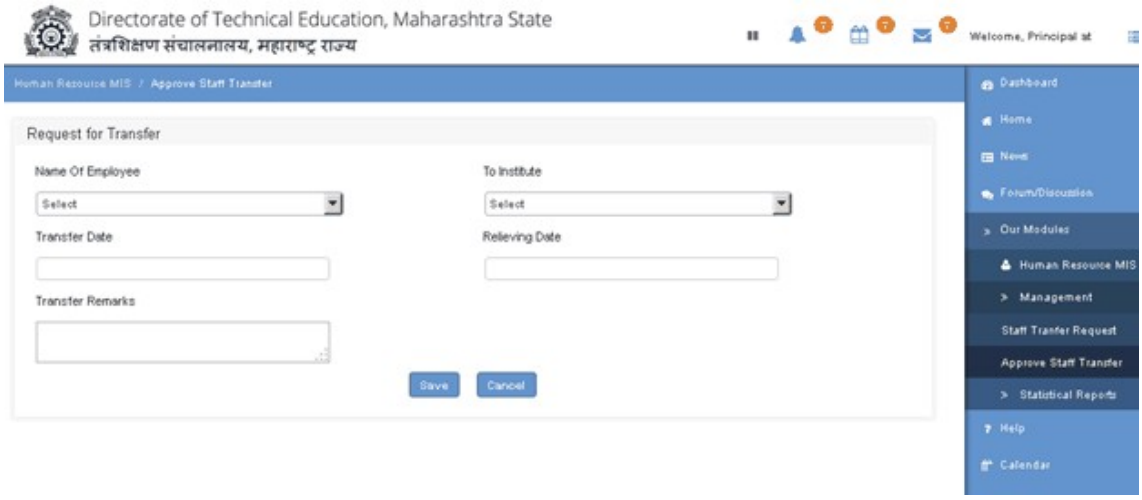

Figure: 5

3.2 Approve Staff Transfer

1.	Click on “Management” Tab In Menu Bar under Human Resource MIS module
2.	Click on “**Approve Staff Transfer**” from the drop down menu.
3.	Enter Employee Name to search record
4.	Click on **Search**
5.	Click Edit to edit records

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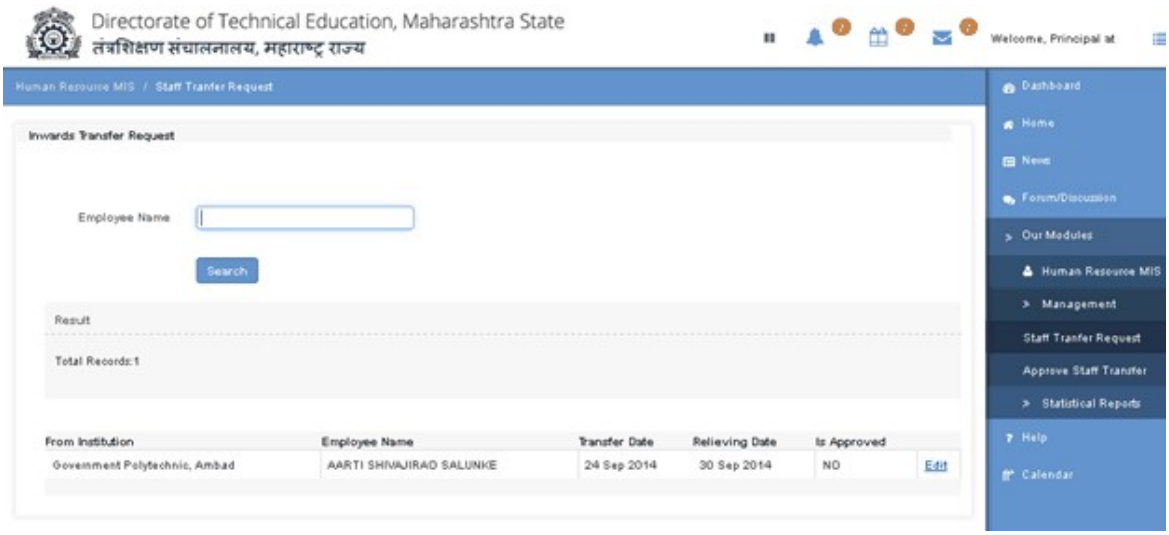

Figure: 6

4. Human Resource Module

4. Human Resource Module

1.	Click on “Our Modules” Tab In Menu Bar
2.	Click on “**Human Resource MIS**” from the drop down menu
3.	Click on Statistical Reports module from the drop down menu as shown in **Figure 3**

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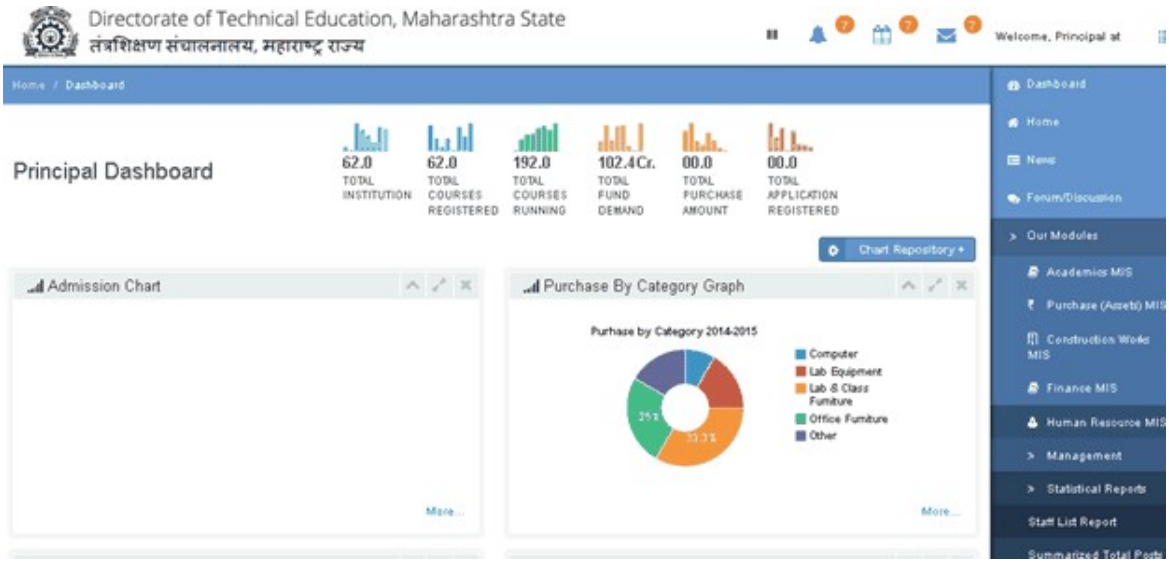

Figure: 3

4.1 Staff List Report

1.	Click on "Statistical Reports" Tab In Menu Bar under Human Resource MIS module
2.	Click on "**Staff List Report**" from the drop down menu.
3.	Enter Details • Designation – Employee designation
4.	Select Radio Button option • All • Teaching • Non-teaching
5.	Click on **Search**
6.	Click on to download report. See **Figure 4**

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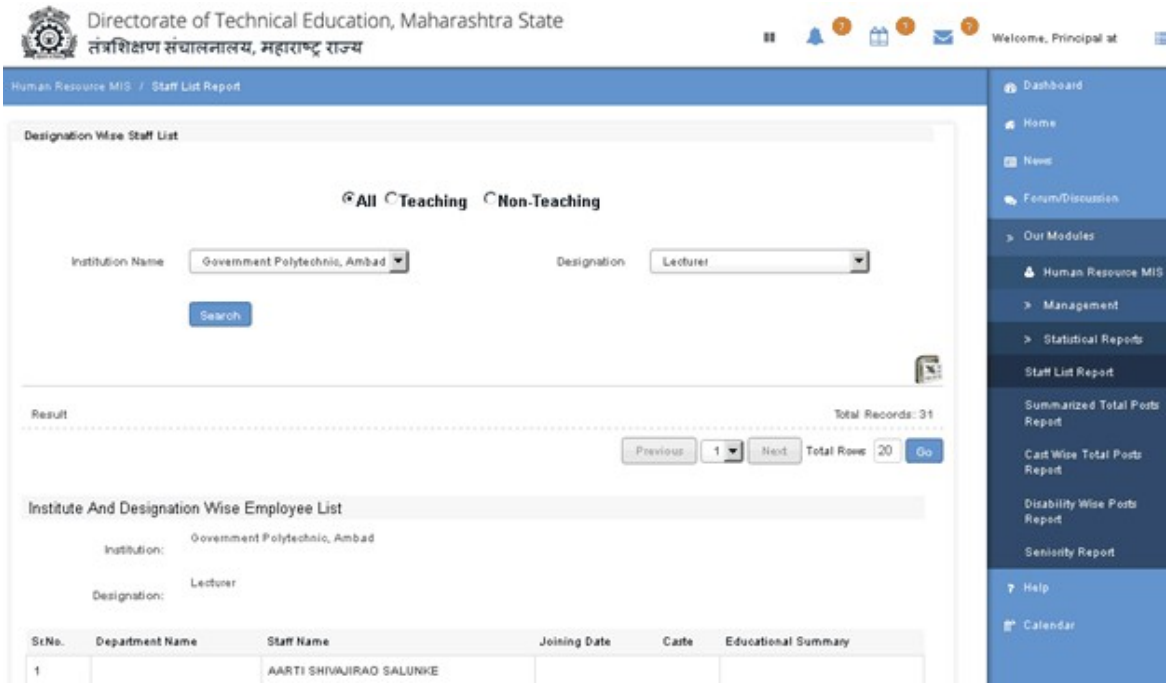

Figure: 4

4.2 Summarized Total Posts Reports

1.	Click on “Statistical Reports” Tab In Menu Bar under Human Resource MIS module
2.	Click on “**Summarized Total Posts Reports**” from the drop down menu.
4.	Select Radio Button option • Institute wise • Institute and designation wise
5.	Click on **Search**
6.	Click on to download report. See **Figure 5**

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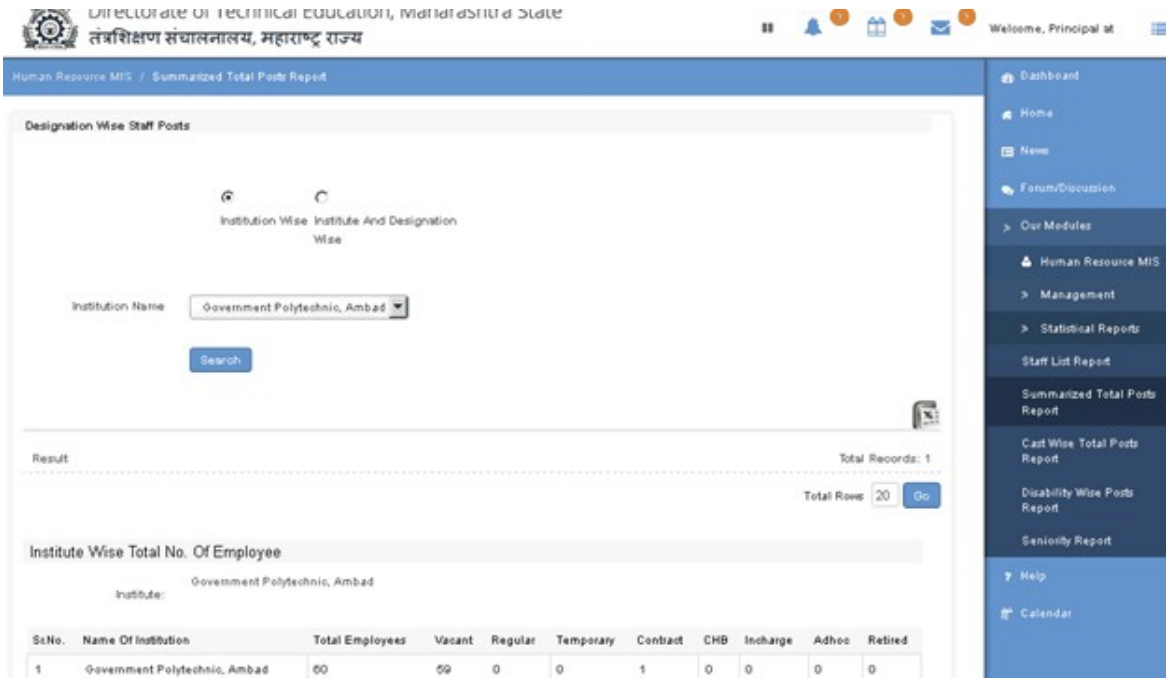

Figure 5: Summarized Total Posts Reports

4.3 Cast wise Total Posts reports

1.	Click on “Statistical Reports” Tab In Menu Bar under Human Resource MIS module
2.	Click on “**Cast wise Total Posts reports**” from the drop down menu.
3.	Select Radio Button option • All • Teaching • Non-teaching
4.	Select • Department • Designation
5.	Click on **Search**

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6.	Click on to download report. See **Figure 6**

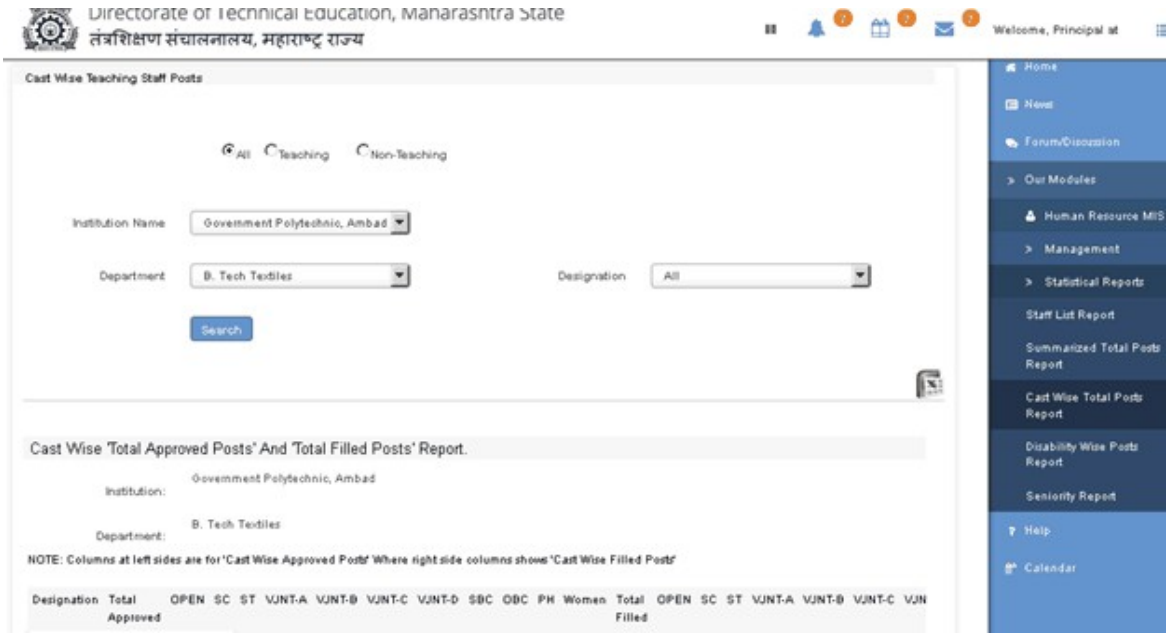

Figure 6: Cast wise Total Posts reports

4.4 Disability wise Posts Reports

1.	Click on “Statistical Reports” Tab In Menu Bar under Human Resource MIS module
2.	Click on “**Disability wise Posts Reports**” from the drop down menu.
3.	Select Radio Button option • All • Teaching • Non-teaching
4.	Select • Department • Designation

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5.	Click on **Search**
6.	Click on to download report. See **Figure 7**

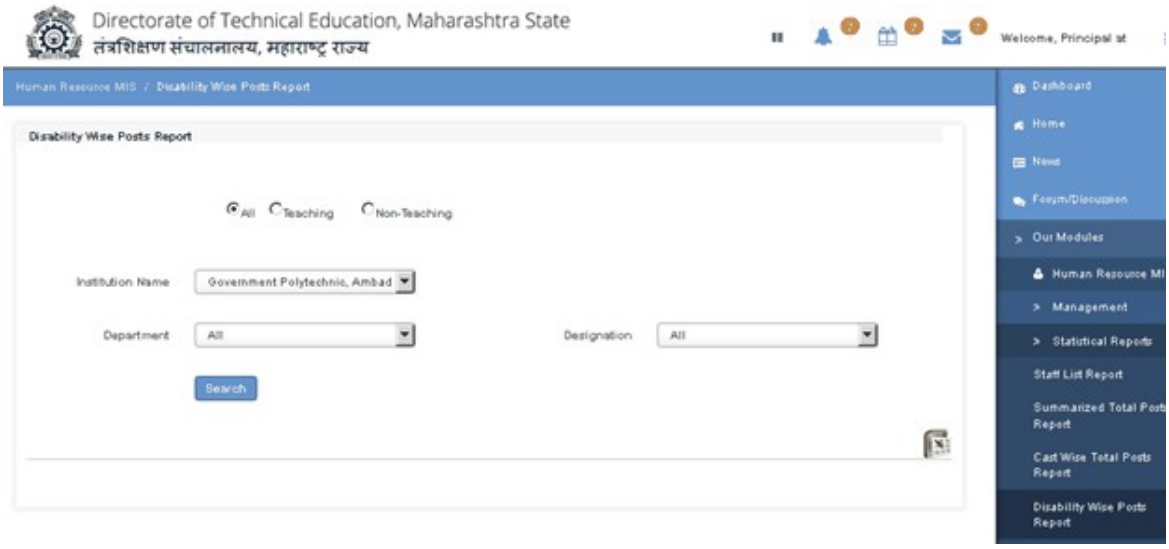

Figure 7: Disability wise Posts Reports

4.5 Seniority Report

1.	Click on “Statistical Reports” Tab In Menu Bar under Human Resource MIS module
2.	Click on “**Seniority Report**” from the drop down menu.
3.	Select Radio Button option • All • Teaching • Non-teaching
4.	Select • Department • Designation

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5.	Click on **Search**
6.	Click on to download report. See **Figure 8**

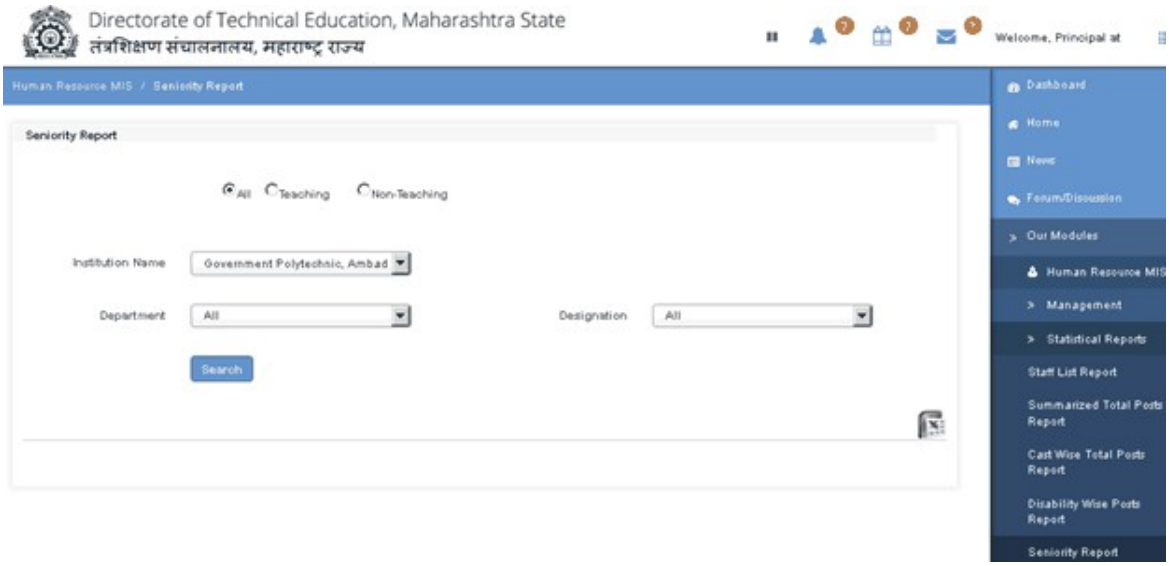

Figure 8: Seniority Report

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राष्ट्रोध्दाराय तंत्र शिक्षणम्

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